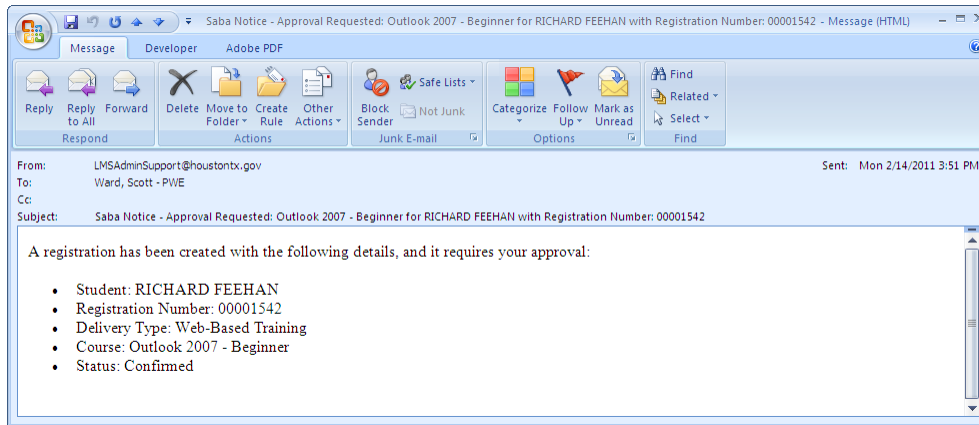


LMS Job Aid: Approve a Registration Request

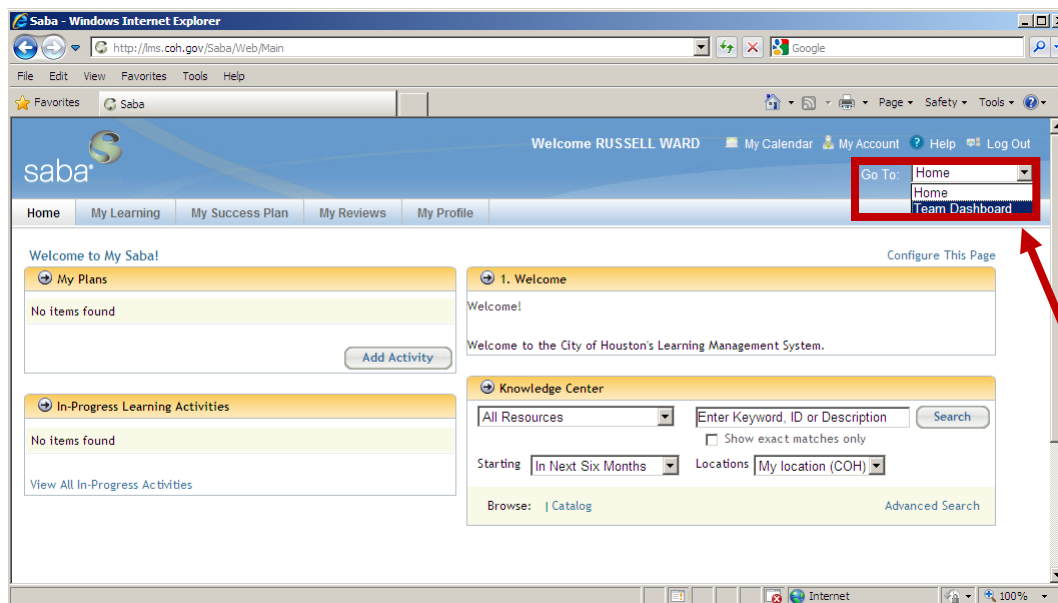
The purpose of this job aid is to show you how to approve a request for registration in a course offering.

1. Receive e-mail notification regarding registration request in Outlook. Take note of the name of the employee requesting the registration and the name of the course offering being requested.



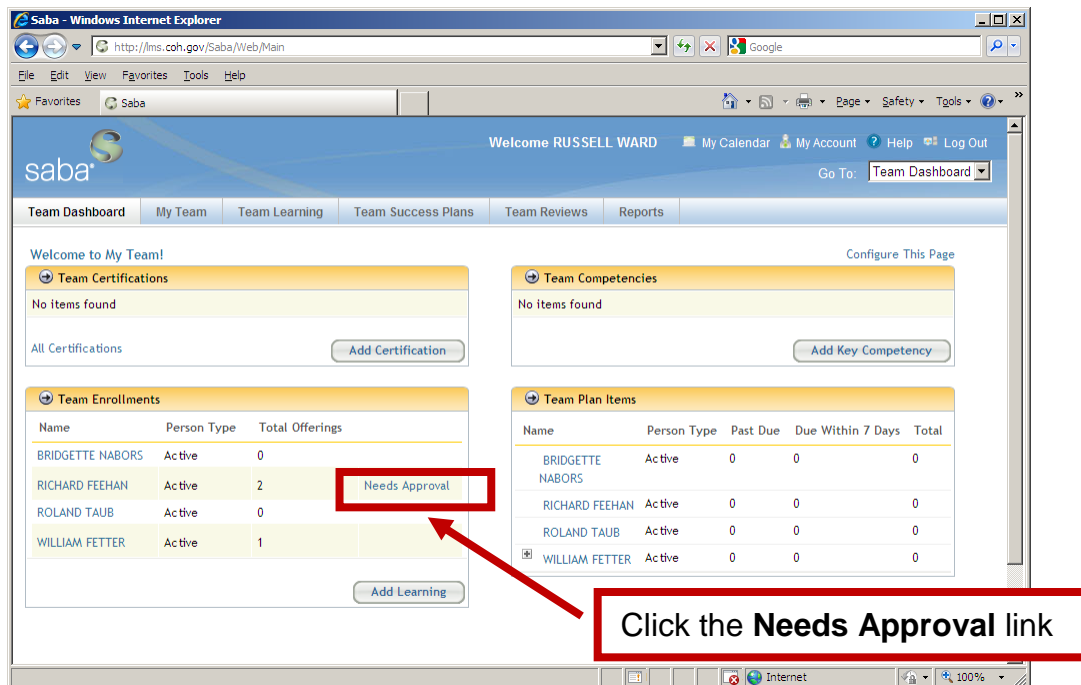
IMPORTANT NOTE:
The e-mail notification messages from the LMS are generated automatically. Therefore, **DO NOT** reply to these e-mails.

2. Log into the LMS.
3. Select **Team Dashboard** from the **Go To:** roles drop-down list in the top right corner of the screen



Select **Team Dashboard** from the **Go To:** drop-down box

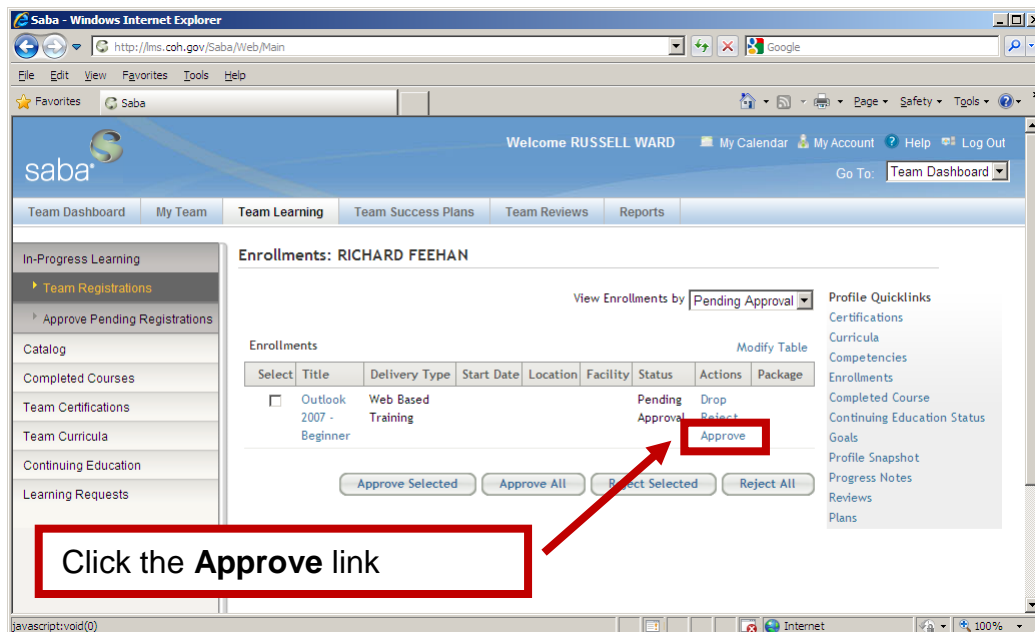
- Click the **Needs Approval** link for the employee who requested the registration.



The screenshot shows the Saba LMS interface in Internet Explorer. The user is logged in as RUSSELL WARD. The 'Team Dashboard' is active, showing various team management tools. In the 'Team Enrollments' section, a table lists team members and their enrollment status. Richard Feehan's enrollment is marked as 'Needs Approval', which is highlighted with a red box. A red arrow points from this box to a text box that says 'Click the Needs Approval link'.

| Name | Person Type | Total Offerings |
|------------------|-------------|-----------------|
| BRIDGETTE NABORS | Active | 0 |
| RICHARD FEEHAN | Active | 2 |
| ROLAND TAUB | Active | 0 |
| WILLIAM FETTER | Active | 1 |

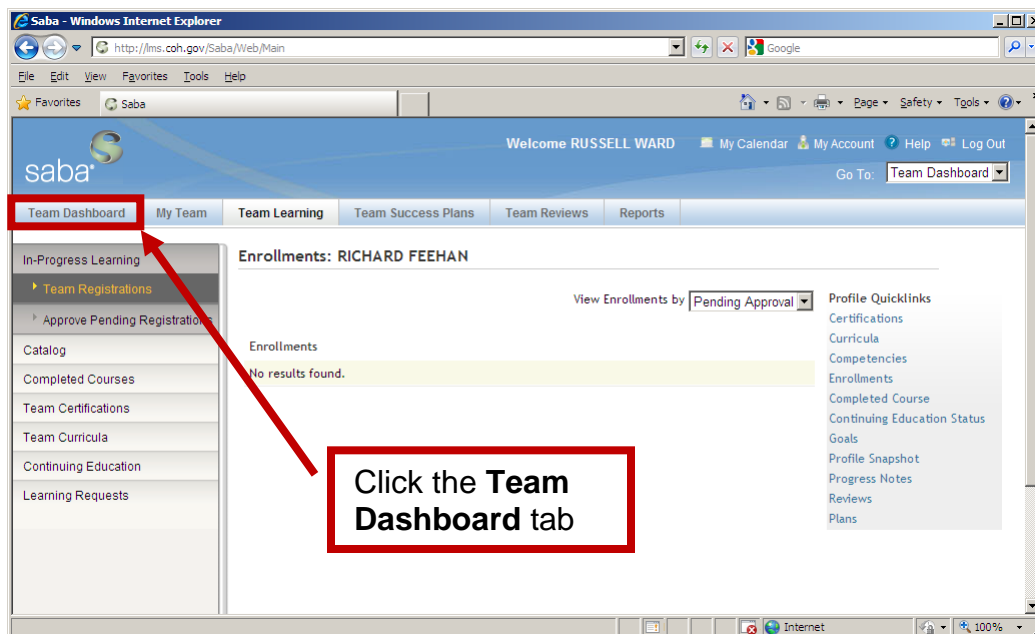
- Click the **Approve** link for the requested enrollment.



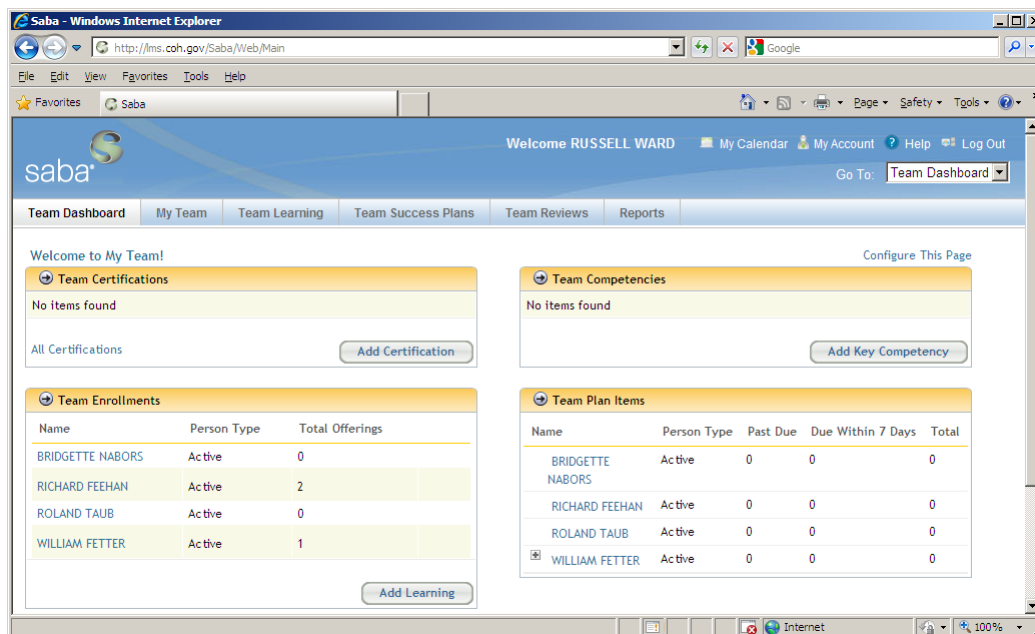
The screenshot shows the 'Enrollments: RICHARD FEEHAN' page. The 'View Enrollments by' dropdown is set to 'Pending Approval'. A table lists enrollments with columns for Select, Title, Delivery Type, Start Date, Location, Facility, Status, Actions, and Package. The first enrollment is 'Outlook 2007 - Beginner' with a status of 'Pending Approval'. In the 'Actions' column, there is an 'Approve' link, which is highlighted with a red box. A red arrow points from this box to a text box that says 'Click the Approve link'.

| Select | Title | Delivery Type | Start Date | Location | Facility | Status | Actions | Package |
|--------------------------|-------------------------|--------------------|------------|----------|----------|------------------|---------------------------|---------|
| <input type="checkbox"/> | Outlook 2007 - Beginner | Web Based Training | | | | Pending Approval | Drop Approve Reject | |

6. When the Enrollments screen returns, it is now empty. Click the Team Dashboard tab.



7. Note that the Needs Approval link seen in step number 4 no longer appears.



END OF PROCEDURE